

6.11 Personnel Action Worksheet To Be Used for Backpays

The following information will serve to document the P-1 history in backpay cases requiring the correction of personnel actions and re-computation of salary. In most cases, a P-1 will be required to correct only the original action and the most recent action. Correction of all actions between those two is not required unless otherwise specified. The Remarks Section on the most recent P-1 must read "See hard-copy file for History Records." This worksheet must be attached to the correcting/voiding P-1s and should accompany any related payroll transactions.

Employee Name

Social Security Number

PERSONNEL ACTION HISTORY
(List all actions including ones to be voided/corrected.)

	EFFECTIVE DATE OF P-1	TYPE OF P-1 ACTION (NAC)	SALARY SHOWN ON P-1	CORRECT SALARY	2nd SHIFT RATE	3rd SHIFT RATE
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

APPOINTING AUTHORITY OR AUTHORIZED AGENT

GENERAL COUNSEL, PERSONNEL CABINET

COMPENSATION ANALYST, PERSONNEL CABINET

SECRETARY, PERSONNEL CABINET